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6 APR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted]  
Director of Information Services

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SUBJECT:

OIS Weekly Report (30 March - 5 April 1983) [redacted]

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Classification Review Division

In a meeting between Chief, CRD and Alan Thompson, Chief, Declassification Division, NARS, a decision was made to continue the protection of sensitive material in the FDR Presidential Library which relates to Radio Free Europe (RFE) and could be defined as classified Government material. The relationship between CIA and RFE has been acknowledged and security would not be violated by citing CIA in the administrative records of the Library as the authority for continuing the classification of pertinent material. [redacted]

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[redacted]

CRD reviewed six manuscripts (506 pages) for PRB, 347 pages of a document on Navy and the Vietnam conflict, and nine documents (542 pages) of miscellaneous material. [redacted]

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Records Management Division

An audit of the operations of the OSO Registry was conducted by RMD officers earlier this year. The report, which has been completed this week, concentrated on information management and staffing requirements associated with the OSO implementation of an automated information system which is planned. [redacted]

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An official from NARS made the first of a series of regular visits to the Records Systems Branch to review records control schedules submitted by Agency components as part of the Headquarters records review. [redacted]

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An RMD representative attended a session of the Information Handling Committee (IHC) Data Standards Panel and learned of a meeting of the International Standards Organization (ISO) on April 20-23 which will discuss the worldwide country coding systems and proposed changes thereto; the plans within the European Economic Community to establish standards for all commercial, banking, and shipping transactions to enable electronic data communications within networks throughout Europe, as well as some other interested countries of the world; and the International Standards Serial Number (ISSN). Most interest centered on the ISSN, a number applied to serial titles internationally. This subject was raised by Foreign Technology Division (FTD) as a topic for discussion within the Intelligence Community in order to develop a uniform system of cataloging and retrieval of serial publications. The goal is to select a standard to be used within the Intelligence Community and publish a document at the Community level to advise member agencies of the standard.

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\* Representatives from RMD, the Office of General Counsel, the Office of Security, and the DCI Security Committee attended a meeting with other representatives of the Intelligence Community at the Information Security Oversight Office (ISOO) to discuss the three draft non-disclosure agreement forms submitted by the ISOO Interagency Working Group. As a result of the meeting, ISOO, with assistance from CIA and Department of Justice attorneys, will revise the three forms and send them to the Attorney General for his review. If the Attorney General accepts the three non-disclosure agreements, they will be used throughout the Government.

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#### Regulations Control Division

The proposed regulation and handbook on Operational Activities, Administrative Plans, and Liquidation Plans, plus the Fiscal and Logistical Annexes was initiated by Finance and coordinated with Logistics, but not agreed to by a component of DO who wanted to rewrite the proposals and assume primary responsibility as the initiator. The Office of Finance (OF) objected because of previous concurrences and the increased delay. However, DO is consolidating the comments received from its components and forwarding them to OF for consideration.

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RCD completed 56 major actions on regulatory issuances which included processing of ten new and revised issuances and the publication of nine.

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#### Information and Privacy Division

A separate report is attached.

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Attachment:  
As stated

C O N F I D E N T I A L



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